

Request for Decision

MODY's Mission

MODY serves its residents by providing the highest quality services through effective, efficient, and ethical stewardship of the resources and assets entrusted to us by our citizens.

File	Funding and Procurement Analyst
Submitted to	Municipal Council
Submitted by	Angelique LeBlanc (Deputy Director of Finance) and Danny Jackson (Asset Management & Capital Projects Coordinator)
Date	April 23, 2025
Recommendation	<p>WHEREAS staff has identified a growing need to increase internal capacity to identify, apply for, and manage external funding opportunities to support infrastructure and strategic projects;</p> <p>AND WHEREAS a dedicated position will ensure improved procurement oversight and compliance with municipal policies and trade obligations;</p> <p>BE IT RESOLVED THAT the Council of the Municipality of the District of Yarmouth approve the creation of a Funding and Procurement Analyst position as outlined in this briefing note, with implementation to proceed in alignment with the current organizational structure and budget.</p>
Background	<p>The Municipality of the District of Yarmouth has access to many potential funding opportunities, however, currently there is limited internal capacity to prepare competitive grant applications while managing ongoing projects. Potential funding streams require time and effort looking into each stream, their criteria, exemptions, etc., doing the application process (which can look very different for each funding stream and require different levels of effort), and complete the reporting for the project.</p> <p>Over the last fiscal year, the Deputy Director of Finance and the Asset Management & Capital Projects Coordinator have collaborated on several applications for external funding to resource Council initiatives. This experience has provided valuable insight regarding the workload, skill set and potential return of investment to inform this recommendation.</p> <p>The Funding and Procurement Analyst's would be a full time, 35 hours a week, position. The responsibilities would include identification of funding opportunities, making recommendations to better align projects with eligibility criteria, securing and monitoring project spending, submit progress and final reporting (according to each unique funding requirements). The</p>

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	<p>Analyst will work closely with other municipal staff and develop relationships with external administrators to facilitate the award and reporting of external funding.</p> <p>The Analyst will also work with other municipal staff to carry out procurement requirements, such as policies and templates.</p> <p>The Market labour rate for a position of this nature varies depending on the size of the Municipality. However, it is expected the starting salary would be in the range of \$60,000/yr; a 10 year pay scale would be developed.</p>
Key Assumptions	<p>Aligns with the municipality’s focus on improving grant success rates, transparent procurement practices, and maximizing external funding opportunities.</p> <p>The position supports the Municipality’s goals related to asset management, long-term financial sustainability, and strategic capital planning.</p> <p>Existing staff capacity is insufficient to manage the increasing complexity and volume of grant applications and procurement activities.</p> <p>Centralizing funding and procurement under a dedicated analyst will improve consistency, compliance, and efficiency across departments.</p> <p>A dedicated analyst will enhance success rates and ensure all grant conditions are tracked and met, reducing the risk of missed opportunities or funding claw backs.</p>
Legislative Authority	<p><i>Municipal Government Act</i> S. 31(2)v & vi</p> <p>“adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person, (vi) determine the salaries, wages and emoluments to be paid to municipal officers and employ”</p>
Relevant Municipal Policies/By-laws (i.e. MPS)	<p>Procurement policy</p> <p>Municipal planning strategy</p> <p>Asset Management</p>
Accessibility Plan linkages	
Strategic Plan linkages	<p>Enhances the Municipality’s ability to secure external funding and grants, reducing reliance on the tax base for capital and operational projects.</p> <p>Enables faster and more competitive pursuit of funding for projects that support community development, economic growth, and service enhancements.</p>

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Options available to Council	<p>Option 1: Approve the Creation of the Position (Recommended) Council approves the establishment and recruitment of the Funding and Procurement Analyst position as a full-time role within the municipal structure, effective [insert proposed start date or fiscal year]. This option supports long-term funding strategy, improved procurement oversight, and alignment with strategic priorities.</p> <p>Option 2: Approve the Position with Deferred Hiring Council approves the creation of the position but defers hiring until [insert date, e.g., start of next fiscal year or completion of budget review]. This allows for future implementation while accommodating current budget limitations.</p> <p>Option 3: Do Not Approve the Position Council does not approve the creation of the Funding and Procurement Analyst position at this time. Current staff capacity and structure remain unchanged, and external funding opportunities will continue to be pursued within existing limitations. However, the MODY will continue to experience an opportunity cost in both missed submissions and reduced likelihood of success on applications submitted.</p>
CAO Comments	<p>Council has ambitious capital and operating goals resulting from the adoption of the 2025-2029 Strategic Plan.</p> <p>Every effort should be made to leverage tax dollars for the benefit of residents in the delivery of quality infrastructure and programs which honour Council’s goals and values around stewardship of all assets entrusted to it with fiscal prudence.</p> <p>Achieving the Vision “To Support and Grow prosperous, resilient and welcoming Communities” requires financial resources beyond the ability of the tax burden to support.</p> <p>A great deal of effort is required to submit most contemporary funding applications. The success rate for MODY in its efforts will likely be improved through the work of a dedicated resource who will help inform the design of projects and programs to both meet Council’s direction and align with program guidelines.</p>
Review of CAO	April 16, 2025
Appendix	